



## SANDERS COUNTY VACANCY ANNOUNCEMENT

**Position:** Maintenance Supervisor  
40 hours/week - Non-Exempt

**Department:** Maintenance

**Salary:** Pay Range from \$13.75 to \$18.63, depending on experience

**Closing Date:** 4:00 PM on Thursday, May 16, 2019

**Application Documents Required:** Please contact Sanders County Job Service at 406-827-3472.

**Work Unit Overview:** Full time Position. All county departments must maintain an open and customer service oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information.

**Job Summary:** The Building Maintenance Supervisor operates and maintains the County Courthouse and Sheriff's Office/Detention Center (*The Courthouse Complex*) to ensure facilities are safe and operational in accordance with County policies and all applicable laws. Duties include ensuring that plumbing, electrical, structural, and mechanical systems function properly and are maintained according to established procedures and applicable codes. This position prioritizes work orders, directs and oversees contracted services, orders necessary supplies and equipment, and manages inventories.

**Successful Candidate must be able to:**

- Maintain major facilities systems in the County Courthouse Complex by checking for proper functioning, diagnosing problems, and testing systems to ensure they operate safely and efficiently according to industry standards, and policies and laws. Diagnose complex mechanical and operational problems as they arise; operate, treat, repair, log, and test the safety devices on the Courthouse HVAC system.
- Operate, maintain, and log emergency generators where they are located in Courthouse when the power is out.
- Repair fixtures and equipment as needed to ensure facilities are fully operational, free of unsightly damage, and kept up as the process of normal wear, tear, and product failure unfolds. Handle repairs that require basic skills as an electrician, carpenter, plumber, mechanic, painter, HVAC technician, and roofer. Request the services of a licensed professional when a repair requires more expertise or local ordinances require it.
- Install, operate, maintain, and repair water filters, softeners, piping, and pumps used in conjunction with water distribution, including all sinks, toilets, and supply lines. Install, operate, maintain, and repair all types of motors and engines used to power pumps, compressors, and fans.
- Ensure buildings are fully operational and safe for County staff and the general public. Monitor, re-clamp, and replace ballasts as needed; ensure repair and replace faucets and flush valves; and repair furniture and property damage to flooring, drywall, windows, etc.
- Perform Courthouse building custodial duties, including unlocking outside doors in the morning and locking doors at close of business; sweep and mop all appropriate floors; strips and waxes floors, as needed; clean and sanitize rest rooms and refill dispensers; dust window sills and spot wash windows; vacuum carpets and spot clean as needed; clean drinking fountains.
- Administer preventative maintenance of facility and tools in order that routine maintenance schedules will help maintain a safe environment that will continue to serve its intended function. Monitor facility systems, routinely

inspects tools and equipment, and coordinate preventative maintenance activities (e.g., performance testing, cleaning/oiling, sharpening, etc.) to ensure safety and effectiveness.

- Prioritize work orders based on the nature and urgency of specific problems, available resources, and anticipated timelines to ensure projects are completed.
- Determine need for and scope of contract services to ensure quality, timely and cost-effective maintenance services. Select and monitor contract personnel, coordinate job preparation (e.g., tools, notices, sequencing, etc.), and assist with various projects related to the incumbent's areas of expertise. Take and manage process of outside bids for large maintenance jobs and submit to Board of County Commissioners for consideration. Review invoices and approve payments as appropriate. Maintain log of active projects to support completion to budget.
- Order necessary tools and equipment and provide budget information to Board of County Commissioners. Evaluate costs and specifications of available supplies and equipment to ensure a high level of quality at the lowest possible cost.
- Manage inventories of tools, equipment, and parts such as belts, filters, valves, motors, etc. to ensure the availability of maintenance resources. Maintain operational effectiveness by sharpening, fueling, calibrating, etc. tools equipment as needed.
- Ensure snow removal and treatment for all sidewalks and walkways around the buildings.
- Oversee the work of landscaping to ensure the quality and efficiency of work. Identify performance problems, safety hazards, quality deficiencies; maintain all sprinkler and other landscaping support systems throughout the complex.
- Liaison for Emergency Personnel when called to the Courthouse complex.

#### **Knowledge, Skills, and Abilities:**

The job requires knowledge of system, theory, and procedure for installation, operation, maintenance, and repair in two or more of the following areas: electrical, HVAC, refrigeration, electronic, plumbing, painting, and carpentry, including Uniform Mechanical, Electrical, Building, Fire, and Life Safety Codes; and effective use of tools, equipment, and materials used in building trades; procedures, materials, and tools used in remodeling buildings and building furniture; occupational hazards and safety precautions of the building and mechanical trades, including using highly toxic paints. The position also requires thorough technical knowledge of low-pressure boilers and related safety and control devices, and project management as well as a general knowledge of electrical circuits and their components (e.g., circuit boards, transfer switches, etc.), plumbing systems, carpentry, and construction. Training available.

The job requires skill in repairing machines or systems using the appropriate tools; performing routine maintenance on equipment and determining when and what kind of maintenance is needed; troubleshooting; critical thinking; and complex problem-solving.

The job requires the ability to safely and effectively operate power tools, and heavy equipment (e.g., boilers, etc.); diagnose and resolve mechanical problems; and communicate with individuals of varied technical levels. The incumbent must have the ability to effectively manage maintenance projects, prioritize work orders, perform strenuous physical work for extended periods of time, and motivate any staff/contractors to achieve maintenance objectives, and learn and apply new methods and technologies.

#### **Education and Experience:**

The job requires education and experience equivalent to graduation from high school plus one (1) year of technical training in one or more facilities systems (e.g., plumbing, security, electrical, carpentry, etc.). The incumbent should earn specialized certification in low-pressure boiler engineering within six (6) months of hire. Equivalencies include completion of an approved apprenticeship program or journey level experience in at least two building trades OR one year experience equivalent to a Building Maintenance Worker at this level AND journey-level experience in at least two building trades.